

January, 2002

To: Parish Council Members
Parish Staff
Committee / Commission Chairpersons
Organization Chairpersons

Subject: Proposal Format

To help insure that timely and sufficient information is provided to the Parish Council with each submitted proposal, a standard template / format has been developed that will act as a guide when preparing proposals. The following guidelines are provided:

1. Proposals to the Parish Council (PC) should be submitted in writing at least three (3) weeks prior to the scheduled PC meeting, at which the proposal will be presented, discussed or acted upon. This allows sufficient time for the proposal to be included on the PC agenda and for advance copies to be distributed and previewed by the PC. PC meetings are held on the second Tuesday of the month.
2. The template / format provided is a guide. The template includes "prompts" that should be considered when generating a proposal. Some proposals may require that all the "prompts" be addressed, while other proposals may require only a few of the "prompts" be addressed.
3. The sponsoring committee is encouraged to have a representative present the proposal to the PC. However, proposals should not be presented in lieu of a scheduled committee / commission presentation to the PC.
4. The Parish Council will be expected to take one of the actions noted on the bottom of the proposal in addition to notifying the submitter in writing within 3 weeks of the decision.

PROPOSAL TO PARISH COUNCIL

FROM:

DATE:

PROPOSAL TITLE:

SPONSORING COMMITTEE:

PROPOSAL DESCRIPTION

- Typically, 1 sentence.

This proposal will...

PROPOSAL BACKGROUND

- Why is this needed? I.e. who and / or what is the driving force or need?
- How does this proposal impact our St. Dominic mission?
- Are similar programs, facilities available elsewhere or at other parishes?
- Must this proposal be in effect by specific date? If so, provide a proposal timeline.
- How will this proposal be funded? Provide a cost estimate, if appropriate. Are annual operating costs involved? Was the deliverable of this proposal included in the 5-year Operating Plan?
- Provide documentation or quotations as appropriate.

ALTERNATIVES STUDIED

- Were any alternate solutions considered? If yes, explain their pros / cons.

OTHER CONSIDERATIONS

PARISH COUNCIL ACTION

- Approved.
- Rejected.
- Approved as amended.
- Assigned to _____ for reply.
- Referred to: _____ for _____.
- Returned to _____ for further information / study.

Date: _____

Signed: _____